Process	*Purchasing Card*
Process Number	*AP-016*

Description of Process

This process is designed to provide the user with a method of processing Purchasing Card payments.

Input to Process

Regular Voucher or Express Voucher

Output of Process

Postable Voucher (Ready for batch processing).

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Administer Procurement - Enter Voucher Information – Use **Voucher or Express Voucher**
Reports	Posted Voucher Listing
Inquire	Voucher
	Voucher Detailed Charges
	Voucher Accounting Entries
	Payment Information
Process	Voucher Posting Request (Batch Only)
	Budget Update Request (Batch Only)
	Journal Generation (Batch Only)

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: **Receive Required Documentation** In accordance with Agency procedures, ensure that all required documentation has been received.	Agency
Step 2 : **Determine Voucher to be Used** The processing of Purchasing Card payments can be accomplished via a Regular or Express Voucher, which can be saved as a Template for future payment processing. See Process Definitions for each to determine which is best for the given business situation. To assist with input, a voucher data entry form can be completed for the type of voucher to be entered.	Agency
Step 3: **Create Voucher Identifiers** The Business Unit and Voucher ID will default. The Voucher ID should be left as 'NEXT' to allow the system to assign via auto-numbering.	Agency
Step 4: **Enter Purchasing Card Information** Within the line information of each voucher type, the description field can be used to track each card user. As many lines as needed can be inserted for each user and as many distribution lines as needed can be inserted to record the applicable chartfields for each type of purchase.	Agency
Step 5: **Complete Remainder of Voucher** To complete the remainder of the voucher type selected, see the Process Definition for that specific voucher.	Agency

Forms Used with Process

N/A

Process Flow Diagram (if appropriate):

N/A

APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid	DOAS Project Lead			03-10-99
Charmane Miller	THG Project Lead			03-10-99
D.D. Cooper	Design Analyst			03-15-99